

# The Ohio Archivist

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## SOA spring meeting to be held April 13-14 at OHS in Columbus

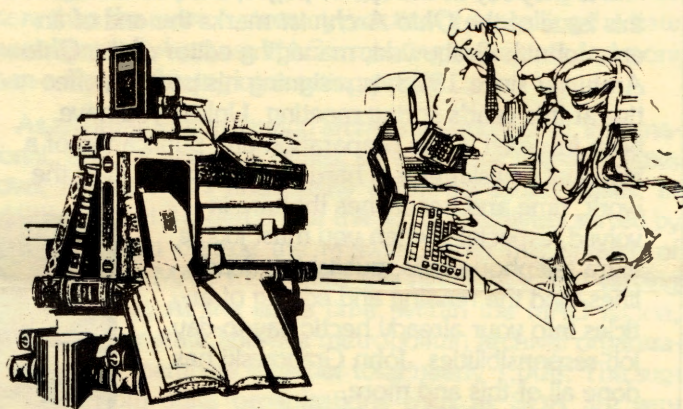
The Society of Ohio Archivists will convene for their 1989 Spring Meeting in Columbus at the Ohio Historical Center, headquarters of the Ohio Historical Society. The meeting is scheduled for April 13 and 14 and features a variety of topics which will be of interest not only to archivists, but museum and local historical society professionals as well.

Thursday's opening session will be an informative panel discussion by three Ohio Historical Society staff members on using archival materials to create exhibits. J.D. Britoon from the Local History Office will discuss the interpretative aspects of exhibiting original documents, while Bill Gates, a curator, and Laurie Booth, a conservator, will address the mechanical problems of mounting archival exhibits.

The focus of the next session will be the editing of historical manuscripts for publication. As archivists and museum professionals, we occasionally find unique, historically significant materials in our collections which we might consider publishing. A panel consisting of Duane Schneider, director of the Ohio University Press, Chris Duckworth, editor of *Timeline* magazine, and Carl Becker, professor of history and newly appointed director of the Wright State University Press, will discuss the methods and techniques of preparing annotated editions of historical documents for editing.

Following this session, the Society will hold its business meeting and election of officers. After the meeting, there will be a reception at OHS, and later in the evening a mixer will be held at the Days Inn Motel, directly across the street from the Ohio Historical Center.

The final session on Friday morning, "Reappraisal of Collections in the 1990s," will feature Frank Boles, associate archivist at the Bentley Library, University of Michigan, and a panel of Ohio archivists who will discuss the difficult, often controversial subject of archival reappraisal. Boles, who has published articles in the *American Archivist* and *Provenance* and spoken at meetings of the Society of American Archivists, the Midwest Archives Conference and the Michigan Archival Association, will open the session by outlining his ideas on criteria for reappraisal.



The four panelists, who all have done reappraisal work on their collections recently, will follow up with a discussion of their approaches to reappraisal and the results. Panelist Ann Bowers, Bowling Green State University, will discuss reappraisal of university records. Richard Hite and Daniel Linke, both of the Western Reserve Historical Society, have been working on a major processing project which includes extensive appraisal work and will talk about the problems they faced. Doris Hambacher, panelist from the Ohio Historical Society, will give the benefit of her experience with local government records.

This session should prove timely and informative for those who are running out of room for new collections and facing the need to reappraise collections acquired in years past.

Running concurrently with the reappraisal session on Friday will be a basic conservation workshop offered by the Ohio Historical Society Conservation Lab. The workshop will run from 9 a.m. to 3 p.m. and is intended for those with little or no experience in the conservation field. Enrollment is limited to 14 persons and the cost of the one-day workshop is \$40.

For more information about the spring meeting, contact: Dorothy Smith, Archives and Special Collections, Wright State University Library, Dayton, Ohio, 45435. See you in Columbus!



# SOA FORUM

As a native Ohioan, I welcome the opportunity to address the Society of Ohio Archivist through its newsletter. My archival career has post-dated growing up in Cleveland and receiving historical training at Case Western Reserve University, but I have followed the development of the archival programs in the

Buckeye State with great interest. In particular, I have always admired the high quality of publications issued by SOA, and often wished my schedule would permit me to attend one of its acclaimed meetings. As an archivist who has benefited greatly from the programs of the Society of American Archivists (SAA)

## BEYOND SOFTBALL:

and Midwest Archives Conference (MAC), I have long appreciated the many contributions of Ohio archivists to these groups.

In his fall 1988 *Ohio Archivist* column, "Regional Consideration," Kevin Proffitt

## PRESIDENT'S COLUMN

### *Passing the quill—and the dues proposal*

As they say in the sports pages, the publication of this issue of the *Ohio Archivist* marks the end of an era. John J. Grabowski, managing editor of the *Ohio Archivist* since 1978, is resigning his position effective at this year's spring meeting. Unless you have been involved in the preparation and publication of a biannual newsletter it is hard to understand all of the work, time and headaches that are involved, especially when you must juggle extra telephone calls, publishing deadlines, and the reading and editing of articles into your already hectic day-to-day job responsibilities. John Grabowski has done all of this and more.

While it will be hard to match John's energy, experience, good nature and uncanny talent for editing, Council believes it has found an excellent replacement. Fred Lauztenheiser of the Cleveland Clinic Archives has been appointed by Council as SOA's new managing editor. Fred brings enthusiasm as well as solid qualifications to this position. Everyone on Council is confident he will maintain the high quality that we all have come to expect from the *Ohio Archivist*.

At this year's annual business meeting Council will introduce a resolution calling for an increase in the Society's individual and institutional dues. The proposed increases, to \$10 annually for individuals and to \$15 for institutions, are, in Council's opinion, reasonable and much needed. SOA has not had a dues increase in nearly ten years. If we hope to improve, or even maintain, the services we now provide to our members through the annual meetings and the *Ohio Archivist* into the 1990s, Council believes this action must be taken now. Of course, passage of this proposal is dependent upon a majority vote of approval

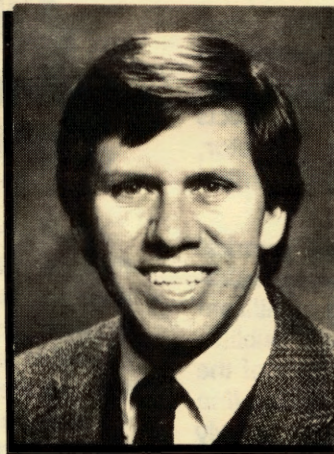
by the membership at the annual business meeting. I hope all of you will carefully consider this proposal and decide to vote for its passage.

Council is now in the final stages of preparing an SOA procedures manual. This manual will list in detail the duties of all the officers and Council, provide detailed guidelines concerning the publication of the *Ohio Archivist*, list the responsibilities of the Local Arrangements and Program committees, and establish procedures for every SOA activity and function. Upon completion, this manual will be given to every SOA officer and Council member at the beginning of their terms. Each year there always seems to be a larger turnover on Council—since joining Council in 1985 I have served with 14 other persons—so this manual is an attempt to codify and standardize procedures, as well as provide some permanency in structure and policy that will enable the Society to develop and maintain continuity in its activities

from year to year and from council to council.

This year's fall meeting is scheduled to take place in Cleveland on September 14-15. Dennis Harrison is heading up the Local Arrangements Committee and Barbara Floyd is in charge of the Program Committee. The final arrangements are not yet complete but we always have good attendance and good meetings whenever we gather in Cleveland. This year's meeting will be no exception. Make your plans now to attend.

Kevin Proffitt  
President  
Society of Ohio Archivist



Kevin Proffitt



## MAC'S relationship with state and local archival organizations

explored many important issues concerning the relationships between archival organizations. It is clear that, despite the extensive overlap in membership among national, regional, state, and metropolitan organizations, healthy cooperative relations of these groups are neither automatic nor universal. At the same time, however, I find the issue of interorganizational relationships to be a very difficult one. The issue becomes particularly complex as soon as one tries to move beyond general agreement that the organizations have common interests and that cooperation is good, and move into specific programs and practices to foster cooperation and mutual growth.

For example, one area that has been a frequent focus of discussions concerning MAC's relations with state and local organizations has been its fall meetings. Should they be joint meetings with these other organizations? Should a fall meeting's profit be shared with the archival organization in whose region MAC is meeting? At first glance, such accommodations seem to be obvious and logical actions, but when one tries to translate the principle into a policy that is equitable across the MAC's current mission and services, one encounters many craggy issues. Four considerations make a simple answer to this issue quite difficult. The state and metropolitan organizations for areas in which MAC fall meetings are held have rather different missions and are at varying stages of development; some states have no organization at all, while some metropolitan organizations are more developed than some state organizations; MAC often meets in border cities and draws on archivists from the home territory of more than one organization simultaneously; and MAC's meeting revenues are critically needed to meet its fundamental mission of providing a stable base for educational and informational services at a very low cost so that professionalization is affordable to all archivists. At present, there seem to be no simple formulae both to address all these concerns and neatly fulfill the goal of greater organizational cooperation. It is for reasons such as these that MAC Council recently decided against adopting a policy of sharing meeting profits with state and local organizations until we can obtain broader input and greater experience with cooperative programming.

At the same time, MAC officers and Council have come to recognize that we need to be more sensitive to the impact that a MAC meeting has on local and state archival organizations. In the past, we have focused solely on the many positive contributions that the MAC meeting makes to archival development in a local area. We still see this as a central purpose and major benefit of MAC meetings, but we also believe we must pay more attention to ensuring that MAC's impact adds to, rather than detracts from, the local organizations' own efforts at improving archival practice in their own home base. This is why MAC Council has also recently adopted a resolution to mandate our officers and local arrangements personnel to

take greater initiative in contacting local organizations to obtain their input in the early stages of site selection and meeting planning.

An integral part of this and the other resolutions Council adopted is a commitment to be receptive to specific proposals from state and local organizations for joint meeting activities that might benefit both organizations programmatically and financially. In this regard, we will be watching closely the arrangements between MAC and the Michigan Archival Association (MAA) for our September 1989 meetings in Lansing, Michigan. There, MAC will be supplying MAA with meeting space to hold a sequence of eight half-day workshops on the day before the MAC meeting, and we will coordinate program planning and develop joint publicity. We are optimistic that the meetings will benefit MAA, MAC, and archivists in general far more than the more customary practice of cancelling the state meeting merely because MAC is meeting in the state and more than a simple sharing of meeting profits.

As an organization serving archivists' educational, informational, and professional needs, MAC's core responsibilities cover twelve states and nearly 800,000 square miles. In addition, about 16 percent of the 1,100 archivists served by MAC are from outside the Midwest. With this breadth of responsibility, MAC must fulfill the needs of many varying constituencies. At the same time, within the MAC region, there are four state and five metropolitan archival organizations whose members together total nearly 1,000. The suggestions from state organizations such as SOA are very encouraging and helpful, yet MAC needs to secure broad input on these issues from representatives of the many other constituencies it serves. For this reason, Council recently proposed that we initiate a broad discussion of these issues by holding an open forum for representatives of all archival organizations within the MAC region. We hope to be able to schedule this meeting soon, perhaps in connection with the spring 1989 conference in Chicago, or as soon as plans can be coordinated with a scheduled MAC meeting.

In closing, I suggest that a historical perspective on the relations of archival organizations may help all of us make better decisions about our respective futures. In many ways, the issues being raised now about MAC's relations to state organizations are quite similar to those that occurred throughout the 1970s as SAA and the larger regionals struggled with their mutual successes, but worried about their futures. For example, MAC chose not to hold a fall meeting in 1979 because the SAA would be meeting in the center of our region that year. Even before that Chicago SAA meeting, we came to regret our decision because we realized how much we depended on two meetings annually to meet our programmatic goals and sustain ourselves financially. The next three times SAA met in MAC's territory, we proceeded to hold very successful meetings which enabled us to grow and experiment



with new formats to improve our ability to meet members' needs. This has been an important learning experience, and it illustrates how much the archival world is growing.

Given the recent attention to relations between MAC and state and local organizations, it seems clear that the development of archival organizations has entered a new phase. Resolving sources of potential tension is important, but we must keep in mind that what may appear problems are actually

challenges that come with the growing strength of archivists and archival organizations. Securing and increasing this strength should be the primary goal of each organization as it strives to meet its mission through programs and services tailored to its constituencies.

William J. Maher  
University of Illinois at Urbana-Champaign  
President, Midwest Archives Conference

## Ohio Historical Society's diverse activities promise to be of interest to SOA visitors

When the membership of SOA attends its spring meeting at the Ohio Historical Center in Columbus this April, it will find the Archives-Library Division involved in a variety of projects which reflect the diversity of our purpose as well as our profession. The following reports summarize the more noteworthy activities of the staff.

### Acquisition Department (contact Bob Viol)

The Acquisitions Department recently began using "PCFile+" software on an IBM/PC-XT to control printed materials and manuscripts accessions and to track manuscript lead and donor information. The printed material file allows for accurate and immediate figures on budget encumbrances and expenditures, as well as record-keeping data on source, price, disposition, and dates of various transactions. Each accession receives a number which is pencilled onto the item(s) for easy retrieval from the file. The manuscripts accession file contains the standard data elements needed to control primary materials. Title, donor, size, location, and other information provide access to collections until further processing and cataloging is performed. The lead and donor file contains the data necessary to track an acquisition from its inception to its disposition. Each record has numerous note fields and may be linked to related or continued records within the file. Especially useful is the subject indexing capability, not previously available in our manual file.

### Ohio Labor History Project (Dan Ashyk)

Now in its fourteenth year of operation, the Ohio Labor History Project currently is emphasizing publishing. Project archivist Wendy Greenwood is compiling data on collections received by the Ohio Network of American History Research Centers since the publication of the *Guide to Primary Sources in Ohio Labor History* in 1980. This information is being translated into guide entries using "Notebook II" software. The guide supplement also will include audio-visual holdings which document labor history. The supplement is scheduled for completion in June 1989. Ms. Greenwood, along with project historian Dan Ashyk, recently wrote an article for *Labor History* that updated an earlier report on the Project's many collections.

Mr. Ashyk has co-authored (with Craig Phelan) a work entitled *The Unceasing Struggle: A Chronology of Ohio Labor History, 1803-1987*.

Published in February, the chronology sells for \$3.50, plus \$0.20 tax and \$1.30 p/h. Also due this year is a series of histories on local labor and working class movements in Toledo, Columbus, Akron, and Youngstown.

### Ohio Newspaper Project (contact Cindy Ditzler)

Since January 1987, the Society has been inventorying and cataloging its holdings of Ohio newspaper titles under a grant from the National Endowment for the Humanities as part of its United States Newspaper Program. By October 1988, the two project staff completed this initial phase by compiling and entering 3,946 bibliographic records and 7,610 local data records onto OCLC. A printed listing of all ONP records was edited and updated during the winter. Staff then began conducting preliminary fieldwork, cataloging and inventorying Central Ohio newspaper collections. Fieldwork will commence statewide on July 1, 1989, upon receipt of an additional grant from NEH. Completion of Phase II cataloging in Ohio is scheduled for December 1991.

### Processing/Cataloging Department

(contact Marge Haberman)

On September 1, 1988, the OCLC/MARC Records of the Archives Library Division became available on the Library Control System (LCS) of The Ohio State University. LCS serves as the on-line catalog for the OSU Libraries, the OSU Law Library, the State Library of Ohio, and six separate state agencies. By December, over 18,000 catalog records for OHS books, serials, government documents, maps, and manuscripts were available by author, title, subject, and call number. Current records are added to the system through a monthly MARC tape subscription from OCLC. The Society also submitted a grant request under the Department of Education's Title II-C program for retrospective conversion of 65,000 printed material titles cataloged manually prior to September 1979 when OHS joined OCLC. The Division ultimately would like to have its own on-line public access catalog.

Another automation project nearing completion in the department is a catalog of OHS microfilm and print newspaper holdings. With assistance from the Data Processing Department, Steve Gutgesell created a file on the Society's IBM 3600 mainframe computer and input title, city, county, beginning date, and ending date for each roll of positive newspaper



microfilm. This file lists 38,801 rolls of film for 2,035 titles from 371 cities. Printed catalogs by place of publication (sorted city/title/dates) and by date of publication (sorted dates/city/title) are available in the Society's reading room. The geographic catalog also is available on four sheets of microfiche (see **News Notes**). DP personnel currently are inputting shelf list data for the Society's newsprint holdings. When this is finished, the two files will be merged to produce a unified, computerized newspaper catalog.

### **Research Services** (contact Gary Arnold)

Since January 1988, the Research Services Department has been keeping researcher registration and circulation records in an automated system created by the Data Processing Department. Written in RPG on the Society's mainframe computer, the system consists of four main files: the Research Master File which contains identifying data and a unique pass number for each patron; the Researcher Log File which lists the patrons using the reading room each day, as well as their area of research; the Staff Circulation File which tracks titles loaned to OHS staff for an extended checkout period; and the Daily Use File which consists of two components, one for items requested by patrons and staff each day in the reading room, and the other for daily department activity in such areas as telephone and written requests, interlibrary loan, reading room materials reshelfed, and time spent with patrons. Reports from these last two files provide monthly statistics on all phases of staff activity and a total by call number group for materials requested. The researcher files serve as the security base for all transactions. The files are cross-referenced through the use of date, researcher number, employee number, and call number; a query of the system retrieves what was used, when, and by whom.

The department recently received a DCS Selectec 1603 True Edge Copier, designed by University Copy Services of Illinois. Recommended capacity of the DCS machine is 20,000 copies per month and it may be outfitted with a variety of coin or copycard attachments for direct patron use. UCS, in conjunction with Select Information Systems, Ltd., of Great Britain, modified the Mita DC-2105 model copiers to copy within 3/32" of the inside page edge without cracking spines or bindings of books.

To speed the answering of some standard queries, the reference staff is preparing information sheets and resource lists. Recent contributions include holdings sheets on marriage, military, tax, and birth and death records; instruction sheets for using the International Genealogical Index and the newspaper catalogue; and an introduction sheet for beginning genealogists. Additional lists are being compiled on genealogical sources in the reading room, and family Bibles from which genealogical information is being abstracted. To further complement these written references, a lecture with accompanying slide show is under preparation delineating the genealogical holdings at OHS. The above items are written using "Word Perfect" software and will be updated as needed. A volunteer using "Notebook II" software is surveying the collections and compiling bibliographies on each of the Ohio regiments that served in the Civil War. Additional research is underway to determine the county of origin for the Ohio Civil War regiments and companies.

Through the auspices of the State Archives, the Research Services staff soon will be referencing a microfilm copy of Ohio's death records for the years 1908 through 1936, transferred from the Division of Vital Statistics. A microfiche copy of the index to these records will be available for sale to libraries, but the microfilm itself must be used at the Society. Information on procedures and fees for use of the records are available from the Research Services Department.

### **State Archives** (contact John Stewart)

As mentioned above, the archives staff transferred several hundred feet of death records to the Society during the holidays. A 16mm negative microfilm prepared by the Division of Vital Statistics was borrowed and a positive copy produced for patron use at the Society. This positive copy of the film will serve as the primary source in response to requests for copies of death records. The original records will not be available to the public except in cases where the film is illegible. Annual additions to these records are scheduled; the DVS is required to keep only the most recent fifty years of death records. Birth records, however, are maintained by DVS for 100 years; transfer of these records is not anticipated before 2008.

With over 100 years of history through which to sort, the archives staff spent several months processing the OHS archives. Included are records of the board of trustees, director, treasurer and predecessor offices of the director-curator, secretary, and secretary/librarian dating from 1885 to 1978. An inventory to the initial 160 feet of records is scheduled for completion in Spring 1989.

On the local records front, two series of workshops will be offered throughout the state to educate government officials on their options and obligations when handling records. The basic series is scheduled for Athens, Bowling Green, and Cleveland to cover OHS services, records laws, and microfilming. The advanced series will be held in Dayton, Columbus, and Cleveland and bring in consultants on microfilm and data management as well as a representative from the state attorney general's office to address the records laws. Registration information is available from Doris Hambacher.

### **History Mall** (contact Tauni Graham)

Although not part of the division's purview, recent renovation of the History Mall in the Society's museum showcase extensively used the talent and resources of the Archives-Library. Research began in early 1987 when curators combed the audio-visual collections, making photocopies of any likely images. From this material, a preliminary selection was made and approximately 300 copy negatives were produced by the Research Division's photography laboratory. Nearly 200 final reproductions appear throughout the mall, as well as 40 or so original items ranging from war posters to audio cylinders. The mall exhibit is entitled "Ohio: Two Centuries of Change."

Two other exhibits prepared by division staff currently are showing at the Center. Reproductions from McKenney and Hall's *Indian Tribes of North America* appear in the third floor reception area, and an exhibit about buildings, "Columbus Lost," is mounted in the museum near the entrance to the Archaeology Mall. We hope you enjoy your visit to OHS and welcome your questions about any of our activities.



# Preservation at Cleveland Public Library

The Cleveland Public Library has been a leader among public research libraries, from initiating open shelves in Dewey's day to state-of-the-art computer automation today. On February 17, 1869, the Library opened with 300 books; today the collection comprises 1.3 million unique titles, making it the third largest public research library in the United States. As early as 1890 CPL achieved national recognition as the first metropolitan library to adopt the Dewey classification system, and to provide free access to open stacks. In the ensuing years the Library remained on the forefront in its services for children and hospitals, expanding branch system (30 sites to date), staff training incentives, foreign language collection, and Business Information Bureau (BIB). By the 1950s the BIB was internationally renowned as one of the best of its kind, and remains the busiest department of Main Library today. In 1980 Cleveland Public Library established an automated system for acquisition, cataloging, circulation, etc., based on an in-house mainframe database of its holdings; therewith CPL became one of the largest public collections accessible by computer—not only in the Library, but in homes, business, and dormitories, or anywhere a compatible computer and modem are available. CPL has been designated a Research Library by the United States Department of Education; it offers a broader scope and depth of materials and services for a more varied clientele than most other libraries in the nation.

Among the Library's responsibilities is the development of a strong and representative collection of both unique and well-known titles. CPL's holdings are divided into subject departments, each of which is responsible for expert reference and comprehensive collection development in its special field. Overall, the collection includes: 1.3 million unique titles; 1,971 manuscripts; 1,409 linear feet of archival material; 2,674,250 microforms; 1,004,919 photographs; 130,000 sheet maps; 58,514 phonodiscs, tapes, cassettes, and CDs; 4,862 16-mm films; 11,591 video cassettes; 1,879 software packages; and 16,260 current subscriptions to periodicals, newspapers, services, and other serials. In 1987 the Library added 325,872 items to its collection. The staff includes 437 full-time and 146 part-time employees.

The preservation of such extensive holdings is a major task, and Cleveland Public Library has been committed to a progressive preservation program since 1969. Since then much has been accomplished, and today the Library has an active Preservation Office to ensure the longevity and usability of materials. Book preservation is a strategic operation involving many interrelated procedures. Between 1969 and 1975 the following steps were taken: responsibility for rare materials was assigned to the John G. White Collection; criteria for identifying rare items were established, and rare materials were transferred out of the subject departments; an initial contract was made for emergency preservation treatment of immediately endangered items; air conditioning and humidity controls were installed; exhibit case lighting was improved; compact shelving was installed for rare books; and preservation microfilming was initiated.

Beginning in 1976, last copies of titles in the branch libraries were surveyed and recalled for preservation in Main Library. In the late 1970s attention was also focused on

environmental factors affecting the collections, which led to the installation of zoned heating controls in 1976 and dust-proof, ultraviolet-filtered windows in 1979.

The pace of preservation increased in the 1980s, and with it the sophistication of in-house treatments: the use of archival-quality acid-free storage materials, construction of phase boxes, oil treatment of leather bindings, and encapsulation of flatwork. Gift funds enabled the Library to contract professional conservation services on a regular basis, and during 1982-83 more than 4,200 items from Special Collections were treated. CPL bookplates were made acid-free, and proper procedures were established for marking books and manuscripts. In addition to general maintenance of the collection, specific segments of it were identified as problem areas demanding immediate attention. The Map Collection was one such segment, and various preservation procedures were carried out there: roller shelving and map cases were installed, plat books were microfilmed, flat maps were encapsulated, and atlases were encapsulated and rebound in post bindings. Another target was the Newspaper Enterprise Association Collection of half a million black-and-white photographs documenting social and political history from 1920 to 1970. These photographs were processed and placed in archival



**Deacidification of a book using the Wei T'o soft spray system.**



**Demonstration of the ultrasonic welder used for encapsulating documents.**

housing. And the Cleveland Picture Collection, comprising some 25,000 photos from the late nineteenth century to the present, was restored and recorded on microfiche.

These are but a few examples of the collection-level preservation initiated in the early 1980s.

Still, preservation needs exceed the rate of progress. It is estimated that 47 percent of the nation's research collections are now endangered or actually lost, and CPL's collections are no exception; moreover, each year another six percent of our holdings will reach the embrittled phase.

Accordingly, in 1988 the Library took a major step in intensifying its long-standing commitment to preservation: the in-house Preservation Office was established. Staffed by Deborah Hefling (Librarian IV), Elizabeth Bardossy (Clerk/Typist II) and a part-time page, the fully equipped laboratory performs a variety of treatments, including approximately 500 phase boxings per month, 150 leather treatments, dry cleaning, Japanese-paper mending, aqueous treatments, encapsulation using an ultrasonic welder, and deacidification with the Wei T'o soft spray system.

The Wei T'o system takes its name from the ancient Chinese deity who was invoked to protect books(!) against destruction by fire, worms, insects, and robbers; it is a nonaqueous process using methoxyl magnesium methyl carbonate as the deacidifying agent. A single treatment lasts indefinitely; it neutralizes existing acidity, deposits a benign alkaline reserve, protects against oxidative attack, and typically increases the life of acidic paper two to four times. Currently, the Library is examining the newly developed process of mass deacidification, whereby hundreds of books can be treated at once by a relatively inexpensive gaseous process.

Polyester encapsulation has been a common preservation technique for nearly twenty years, but it has recently been much improved through the ultrasonic welding process; this eliminates tape, which can catch the document, attract dirt, and become cloudy. The ultrasonic method also permits encapsulation of small documents in a larger format, and allows the conservator to leave a polyester stub for binding if this is needed. And it is highly efficient: an 8 1/2 x 11" document can be sealed in two minutes, as compared to five or six minutes when double-sided tape is used. Like systems long used for assembly of plastic parts, the ultrasonic welder uses friction to fuse pieces together. A generator in the welder increases standard electrical current from 60 cycles per second to 40,000; this electrical impulse is then converted into mechanical vibration and is transferred through the tip of a horn that is situated opposite an anvil. The welding is brought about by the hammering action of the horn's vibration.



In addition to laboratory treatments, the Preservation Office works to develop long-range plans to maximize the shelf life of the Library's collections. Microfilming and more recent media transfer systems, such as CD Rom and optical disc technology, figure prominently in our vision of the future. Recently, the Main Library collection was surveyed to determine the risk, paper properties, rarity, and local significance of all paper materials. Estimates of how many items are to be treated were established by actual count, sampling, or use of accepted standards. This survey will guide our preservation projects for the next several years.

Predictably, the cost of preservation is very high, and will increase by seven to ten per cent each year. Accordingly, in 1984 Cleveland Public Library made preservation activities a line item in the budget; prior to then, funding was generously provided by the Friends of the Library or through grants, or from the Library's general operating fund. Today preservation at CPL is underwritten both by the budget and by grants from various sources.

Preservation is a vital concern at Cleveland Public Library. The dedication and determination of the Library staff, administration, and the community at large will guarantee the use of these magnificent collections for generations to come. But much remains to be done. While the financial costs are tremendous, the gains cannot be measured in dollars and cents: what has been preserved is the priceless heritage of the rare, the special, and also the ordinary records of human intellect and creativity. The record of the past and present has been rescued for the world of the future. In 1765 John Adams wrote: "Let us cherish the means of knowledge. Let us dare to read, to think, to speak, and to write...let every source of knowledge be opened and set a-flowing." The task of the Preservation Office at Cleveland Public Library is to prevent these sources of knowledge from crumbling in our hands.

Deborah M. Hefling  
Preservation Librarian  
Cleveland Public Library



# SOA candidates announced

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This year, in a change from past procedures, candidates for SOA offices have been asked to respond to a question pertinent to the operation of the office they are seeking. The question for each position is listed below and the candidates' responses are noted after their resumes.

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## President

**QUESTION:** *What do you perceive to be your role and what do you hope to accomplish in two years?*

**Dennis I. Harrison:** University archivist, Case Western Reserve University. Degrees: A.B. cum laude, Heidelberg College; M.A. and Ph.D., Case Western Reserve University. Professional organizations: SAA, SOA (past president and Council member; chair legislative committee). Publications: Processing manual, labor history research and resource guides.

The president must provide the leadership necessary for the SOA to function effectively. Effective functioning means successful meetings, an informative newsletter and goal-oriented committees or projects allowing individual SOA members to influence and advance their profession.

Specific needs which I think the SOA must meet include:

1. Internally, SOA should deliver high-quality meetings and an informative newsletter.
2. Within our financial limits, SOA should bring well-known speakers to our meetings. Where possible, these speakers should be from outside the state in order to serve that part of our constituency which does not attend regional or national meetings.
3. It is important to cooperate with other agencies and organizations in Ohio with similar goals. We should reach out to the Ohio Historical Society, OHRPAB, genealogists, historians, and similar groups and join with them in assuring the continued preservation of our archival heritage.

New initiatives that I should like to undertake are:

1. A broad-based membership campaign;
  2. Increasing the involvement of SOA members in SOA;
  3. Creation of a closer relationship with a reactivated OHRPAB;
  4. Creation of a stronger financial base for the SOA.
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## Vice President

**QUESTION:** *What do you believe SOA's education/program priorities should be if we continue to hold two meetings each year?*

**Raymond F. Schuck:** Curator (director), Allen County Museum. Degrees: A.A., Suffolk County Community College; B.A., Defiance College; M.A., Wright State University. Pro-

fessional organizations: SOA (past Council member), Association of Historical Societies and Museums (Council member). Publications: Articles in *The Local Historian*, *The Local History Handbook* and compiler, *Minutes of History*.

The spring meetings should be the meetings at which new and traditional ideological archival concepts and directions are reviewed, discussed and acted upon if necessary. As this is the business meeting at a central location, the time and place are perfect. For these activities the fall meeting should concentrate on archival workshops, technical and mechanical training, and new products, concepts, and activities designed for professional enhancement. The movement of these meetings to various parts of the state each fall lends itself to this quite well.

**Dorothy Smith:** Archivist, Department of Archives and Special Collections, Wright State University. Degrees: B.A. and M.A., Wright State University. Professional organizations: MAC, SOA (Council member 1987-1989). Publications: *A Guide to Manuscripts*, Wright State University, *A Guide to Local Government Records and Newspapers at Wright State University*, article in *Feminist Studies*.

SOA's educational priorities should revolve around its two annual meetings. We need to offer dynamic, informative programs that not only keep us abreast of current technologies, but also reexamine our traditional ways of doing things. These meetings should reflect thoughtful, thorough planning and involve input from a number of us, both on and off Council.

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## Secretary/Treasurer

**QUESTION:** *What is the optimum financial situation that a state organization like SOA should seek to obtain?*

**Kenneth M. Grossi:** Assistant university archivist, Ohio State University. Degrees: B. A., University of Akron; M.A. (history and archival administration), Case Western Reserve University. Professional organizations: SOA, SAA.

The Society of Ohio Archivists serves its members by organizing two annual meetings and publishing its biannual newsletter. These activities are funded primarily by members' dues and registration fees; therefore, efficient collection of these funds ensures provision of services. The optimum financial state of SOA allows prompt direction of funds toward membership benefits.

The secretary/treasurer should increase membership recruitment to strengthen SOA. Funds generated through new memberships could be used to expand meeting agenda and to offer other services of interest to members.

The secretary/treasurer should keep members informed about budget-related matters and encourage input regarding appropriations. Communication and planning are keys to the success of SOA.



**Marilyn I. Levinson:** Curator of Manuscripts, Center for Archival Collections, Bowling Green State University. Degrees: G.A., Indiana University; M.A. (library science), University of Wisconsin; M.A. (history), University of Kansas. Professional organizations: SOA, MAC. Publications: Article in *Midwestern Archivist*.

A state organization like SOA should seek a solvent financial situation by maintaining a positive balance with an adequate reserve for emergencies or special projects. One aid to stability in finances can be made by assuring a regular, predictable income through timely membership renewals. Also, there should be an effort to encourage substantial growth through active membership drives, emphasizing the low dues and conference registration, as well as stating a pride in active participation in the profession in all its aspects.

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## Council

**QUESTION:** *What would your agenda be for SOA as a member of Council for the next two years?*

**Lucy Caswell:** Associate professor, Ohio State University, University Libraries and School of Communication and curator for the Library for Communication and Graphic Arts at OSU. Degrees: A.B., Austin College; M.A.L.S., University of Michigan. Professional organizations: SOA, LAL, Art Librarians Society of North America, Art Librarians Society of Ohio, American Journalism Historians Association, Association for Education in Journalism and Mass Communication. Publications: *Guide to Sources in American Journalism History* (forthcoming).

As one of SOA's newer members, it seems somewhat presumptuous to suggest an agenda for Council. There are, however, some areas such as program enrichment and continuing education which are ongoing for every organization like ours. Because I am a librarian member of SOA, I am interested in strengthening the links between our group and the Ohio Library Association and the Academic Library Association of Ohio. Finally, I suggest that the organizational structure be reviewed with the goal of streamlining membership procedures (both recruitment of new members and renewals).

**Nancy Erdey:** Assistant to the president, Sisters of Charity of St. Augustine Health & Human Services, Inc. Degrees: B.A., Notre Dame College; M.A., John Carroll University; Ph.D candidate, Case Western Reserve University. Organizations: SOA, MAC (1992 Local Arrangements Committee), SAA, OAH, AHA, Catholic Historical Association, Ohio Academy of Medical History, American Association for the History of Medicine, Handerson Medical Society, Women Historians of Greater Cleveland (president and former secretary/treasurer). Publications: Contributor to the *Encyclopaedia of Cleveland History*.

As a member of the Council of the Society of Ohio Archivists my priorities would be education, professional networking, and cooperation with other regional and national archival and historical groups.

The Society of Ohio Archivists can be of service to its membership by developing education programs to meet

needs and interests and also by disseminating information about other archival-related education programs. The meetings of the SOA can serve as an opportunity for archivists in Ohio to network about similar interests, problems—and solutions—and share expertise. Well-organized and informative education programs/meetings coupled with a targeted recruitment drive can help enhance SOA membership. I strongly believe the SOA and its membership can benefit by cooperative working relationships with other archival groups such as MAC and SAA, and I would work to encourage and enhance these cooperative relationships. Finally, as a member of Council, I would work to support and enhance the *Ohio Archivist* as a vehicle for communication among SOA members.

**Doris Hambacher:** Archivist, Local Records Program, Ohio Historical Society. Degrees: B.A. and M.A., Wayne State University. Organizations: SOA, MAC, MAA (member of Education Committee), SAA.

As a member of Council, I would like to see the next two years as a time of growth and development of SOA. I see a twofold plan for the coming years. First should be a retrospective look at our organization. Who belongs to SOA and how does the society meet the needs of its membership? Growth needs to come from diversification of our membership and innovative programming of our annual conference.

Efforts should be made to bring members in from other associated occupations, such as historians, records managers, special collections librarians, curators, and the like.

The second half of the plan is to expand our role, not only with the regional and national archival associations, but with other professional groups. SOA should look for opportunities to promote the expertise of our membership by assisting other groups through co-sponsoring seminar instructing workshops, or developing informational packets. A strong outreach program can result in increased membership and revenue for the society.

**Ng. George L. Hing:** University archivist, Department of Special Collections, Kent State University. Degrees: A.B. (education), The University of Michigan; M.A., Case Western University; M.S.L.S. (archival administration), Case Western Reserve University. Organizations: SOA, MAC (Membership Committee—Ohio).

As a member of Council, one of my highest priorities would be to strengthen our publications program. For many of our members, *The Ohio Archivist* is their primary professional link. Although it would be an ideal situation for all of our members to come together at meetings, this obviously is not happening. To fulfill our commitments to these members, we must utilize our publications to inform, educate, and draw together those who make up the Society of Ohio Archivists. I would like to see an expanded publication schedule to allow for more timely dissemination of information. Special issues could be devoted to in-depth studies of issues or practices. To pay for this enterprise, the SOA could co-sponsor educational activities with MAC or SAA and use the revenue to finance our main avenue of communication to our membership. A strong organization is an informed organization and I feel that this issue should be placed high on the agenda for Council to consider.



## SOA Council actions

In its last several meetings, SOA Council considered and voted upon the following items:

- (1) Completed plans for the spring 1989 meeting, to be held in Columbus on April 13-14.
- (2) Passed a resolution supporting the freest possible access to public records consistent with the public good and opposing passage of amended substitute House Bill #790.
- (3) Discussed the relationship between SOA and other state/regional archival organizations.
- (4) Heard from Membership committee chair Robert Bober about the 1988-1989 membership drive.
- (5) Established an SOA Committee for the Nineties to consider, in broad terms, possible directions for the archival field in Ohio.
- (6) Drafted a policy and procedure handbook, which is being edited by Barbara Floyd.
- (7) Expressed appreciation to John Grabowski for his fine work as managing editor of *The Ohio Archivist* for ten years. Selected Fred Lautzenheiser as the new managing editor. Approved rates for advertising in *The Ohio Archivist*.
- (8) Named Barbara Floyd Program Committee chair and Dennis Harrison Local Arrangements chair for the fall 1989 meeting, to be held September 14-15 in Cleveland.
- (9) Voted to place before the membership at the 1989 annual meeting a dues increase: from \$7.50 to \$10 for individuals; from \$10 to \$15 for institutional members.
- (10) Named Kevin Grace, Dorothy Smith, and Tom Smith to the Ohio Academy of History-Society of Ohio Archivists Committee on Historical Societies.

### POSITION AVAILABLE

REFERENCE ARCHIVIST. Archives of the Billy Graham Center, Wheaton College, Wheaton, Illinois. Responsibilities include supervising the archival reading room, answering phone and letter reference requests, conducting exit and entrance interviews, leading (in cooperation with other staff) orientation sessions and classes in archival research methods. Qualifications: archival training at the graduate level; graduate degree in history or a social science; archival experience. Substantial knowledge about one or more areas in the history of nineteenth and twentieth century North American Protestant missions and evangelism very desirable. Please send covering letter, resume, and three references to Director of Human Resources, Wheaton College, Wheaton, Illinois 60187.

## NEWS NOTES

The Department of Archives and Manuscripts, University Libraries, **Arizona State University**, will be the home of a unique database describing privately held manuscript items. Working with the Manuscripts Society, ASU will create the "Manuscript Society Information Exchange Database," which will provide scholars with information concerning many previously unknown or unavailable source materials. For additional information, contact Edward C. Oetting, Head, Department of Archives and Manuscripts, Hayden Library, Arizona State University, Tempe, Arizona 85287-1006.

Ann Hilty has been appointed cataloger for the **Bluffton College** Mennonite Historical Library. Ms. Hilty earned her B.A. at Bluffton College in 1960, an M.A. in English literature from the University of Michigan in 1964, and an M.S.L.S. from the University of Toronto in 1979.

**Case Western Reserve University Archives** secretary Sandra Vasenda resigned in December to return to school in order to complete her B.S. in biology. Paul Gallmeier, Archives assistant, has accepted a full-time position as a librarian for the Euclid (Ohio) Public Library.

CWRU Archives staff member Rober Psuik died unexpectedly on February 6, as the result of an asthma attack. He had been employed for three and one-half years in the archives and was a graduate of the CWRU Archival Administration Program. He had only recently completed the oral exams for the Ph.D. and was writing his dissertation.

The **Cleveland Museum of Natural History** is constructing a new 59,000 square-foot addition to its University Circle headquarters. The four-story addition will house a new gallery, administrative offices, gift shop, and a climate-controlled storage area for biological materials, books, archives, and art objects.

A scholarship to the National Archives' Modern Archives Institute, to be held June 5-16, 1989, is available from the Society of American Archivists. The award is funded by the **Colonial Dames of America**, Chapter III. To be eligible, an applicant must be an employee of an archival institution or agency with a fair percentage of its holdings in a period predating 1825, and have been employed less than two years as an archivist or archives trainee, and actually be working with archives or manuscripts regardless of title. Resumes accompanied by two letters of recommendation from persons who have a definite knowledge of the applicant's qualifications should be submitted to Ronald L. Becker, Special Collections and Archives, Rutgers University Libraries, New Brunswick, NJ 08903 (201) 932-7006 by April 3, 1989.

The **Historic New Orleans Collection**, 533 Royal Street, New Orleans, Louisiana 70120, has published a new



"Manuscripts Division UPDATE." The eight-page pamphlet is the seventh in a series of updates and describes the microform holdings of the HNOC.

The Archives and Special Collections of **Kent State University** is sponsoring an exhibit of manuscripts from the Betsey Mix Cowles Papers. Entitled "The Greatest Woman in the Reserve," the exhibit will focus on Cowles (1810-1876), an educator, abolitionist and women's rights activist from Austinburg, Ohio. The exhibit will run from December 28 through March 24 in the KSU library's 12th floor Special Collections Reading Room.

Institute Archives and Special Collections of the **Massachusetts Institute of Technology** Libraries has published a *Selective Guide to the Collections*. The 108-page repository guide is available for \$7.50. Orders should be sent to Institute Archives and Special Collections, Room 14N-118, Massachusetts Institute of Technology, Cambridge, MA 02139.

The **Mt. St. Joseph Center**, Maple Mount, KY 42356, is sponsoring an "Archives Basic Workshop" on April 28-30, 1989. Registration for the workshop is \$175.00 and includes room and meals. Contact Sr. Emma Cecilia Busam, O.S.U., for further information at (502) 229-4103.

The **Ohio Genealogical Society** library in Mansfield, Ohio, has acquired a complete set of the microfilm of the Federal census schedules for Ohio for the period 1820-1910 and the 1988 International Genealogical Index for the World. OGS has opened or is in the process of opening new chapters in Richland-Shelby County, Vinton County, Sandusky County, and Hocking County. Contact OGS headquarters at 34 Sturges Avenue, P.O. Box 2625, Mansfield, OH 44906 for additional information on these chapters. The OGS state convention will be held on April 28-30, at the Holiday Inn—Cleveland/Independence Conference Center on Rockside Road. The conference theme will be "Pearls and Perils of Research."

The **Ohio Historical Society** announces publication of a microfiche edition of its newspaper microfilm catalog. The catalog is a city-by-city list of Ohio newspapers held on reader copy film by the Society. Contained on four microfiche sheets, the catalog is available at a cost of \$6.00. To order a copy contact Stephen Gutgesell, Ohio Historical Center, 1985 Velma Avenue, Columbus, OH 43211. (For additional news from OHS, see the article "Ohio Historical Society Activities will be of interest to SOA visitors" on page 4.

**Ohio University** received two significant collections during 1988. These were the Sammy Kaye Collection and the

E. W. Scripps Papers. Kaye, the "swing and sway" band leader, was an OU graduate (1932). Scripps (1854-1926) was the founder of the Scripps Howard newspaper chain. The collection was donated by his grandson, Charles Scripps. A grant from the Scripps Howard Foundation has enabled OU to hire a project archivist, Seth Lerner, to process the collection.

The **Society of American Archivists** announces its 1989 awards competition, which recognizes outstanding achievements during the 1988 calendar year. The seven awards—the Distinguished Service Award, the Sister M. Claude Lane Award, the Philip M. Hamer and Elizabeth Hamer Kegan Award, the Oliver Wendell Holmes Award, the Waldo Gifford Leland Award, the C.F.W. Coker Prize, and the Theodore Calvin Pease Award—will be presented at the fall meeting in St. Louis. Deadline for nominations is June 1, 1989. For further information about the awards contact Thomas Wilsted at SAA headquarters, 600 S. Federal, Suite 504, Chicago, IL 60605.

At **University Hospitals of Cleveland**, Archivist Eugenia Kucherenko has retired after a tenure of nineteen years during which time she assembled and organized a collection of nearly 4,000 linear feet. Associate Archivist Diane Ewart Grabowski has been appointed the new archivist.

University Archives at the **University of Toledo** recently received a grant from the Ohio Humanities Council to help support its upcoming exhibit, "Development Amid Depression: The University of Toledo in the 1930s." The exhibit will be held in the Ward M. Canaday Center, March 1-April 28, with an opening lecture and receptions March 9. A booklet containing excerpts from oral history interviews with alumni from the era will be published to accompany the exhibit. For more information, contact Barbara Floyd, university archivist, (419) 537-2170.

The **Western Reserve Historical Society** recently received the records, 1836-1985, of Society National Bank, one of the oldest banking institutions in Cleveland. Funds provided by the bank allowed the Society to hire Robert Ray to process the collection. Processing of the Clifford W. Henderson National Air Races collection was completed in December. The microfilming of this nationally significant aviation collection is currently underway. Ms. Lori Neville, cataloger for the Society's grant-funded processing project, has left to assume a position in South Carolina.

Robert H. Smith, Jr., has been appointed head of the Department of Archives and Special Collections at **Wright State University**. He succeeds Patrick Nolan who has gone to the Hagley Museum in Wilmington, Delaware to assume the position of executive director of the Center for the Study of Business, Technology and Society.



The Society of Ohio Archivists was founded in 1968 to promote on a statewide basis the exchange of information, improvement of professional competence, and coordination of activities of archives and manuscript repositories. Membership is open to all interested persons, particularly archivists, manuscript curators, librarians, records managers, and historians. The Society holds two meetings each year and publishes *The Ohio Archivist* biannually.

Individual memberships are \$7.50 per year (\$10.00 institutional; \$5.00 student). Persons interested in joining the SOA should mail a check or money order made payable to the Society of Ohio Archivists to Robert Bober, Secretary-Treasurer SOA, Nationwide Insurance Co., 1 Nationwide Plaza, Columbus, OH 43216.

**THE OHIO ARCHIVIST** is a semi-annual publication of the Society of Ohio Archivists. The editors encourage the submission of articles relating to all aspects of the archival profession as well as information concerning archival activities in the state of Ohio. Submission deadlines are January 15 for the Spring number and July 15 for the Autumn number. All materials should be directed to:

Frederick K. Lautzenheiser  
Managing Editor  
*The Ohio Archivist*  
Cleveland Clinic Foundation Archives  
9500 Euclid Avenue  
Cleveland, Ohio 44106

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Western Reserve Historical Society  
10825 East Boulevard  
Cleveland, Ohio 44106